

**COUNCIL ON REAL ESTATE CURRICULUM AND EXAMINATIONS  
MINUTES  
1400 E. WASHINGTON AVENUE, MADISON, WI  
July 27, 2000**

**PRESENT:** Janet Byrne, Sue Hamer, Ron Hanson, and Paul Hoffman

**EXCUSED:** Nancy Gerrard, Laurie Francis and Lloyd Levin

**STAFF PRESENT:** Clete Hansen (by telephone), Roxanne Peterson, Jan Neitzel; Barb Showers and Casey Brown, Office of Examinations.

**GUESTS:** Rick Staff, WRA

**CALL TO ORDER**

The meeting was called to order at 12:51 p.m. by Clete Hansen.

**ADOPTION OF AGENDA**

“Test-Out Examination Results” was added to the agenda.

**MOTION:** Jan Byrne moved, seconded by Susan Hamer, to adopt the agenda as amended. Motion carried unanimously.

**MINUTES (10/22/98)**

By consensus, the minutes were approved.

**ADMINISTRATIVE REPORT**

**Council Roster**

Several E-mail addresses were added to the July 2000 roster.

**CONTINUING EDUCATION COURSES FOR THE 2001-2002 LICENSING BIENNIUM**

Rick Staff presented proposed outlines for Courses 1-4 of the Wisconsin Continuing Education 2001-2002. Discussion followed.

Rick Staff will organize the resource materials, the outlines and the legal updates for the continuing education courses. Mr. Staff will send this information, for suggestions, to schools that teach the continuing education courses. The results will be ready for the September 28, 2000, meeting.

**MOTION:** Jan Byrne moved, seconded by Ron Hanson, that Rick Staff prepare the continuing education materials for presentation at the September 28, 2000, meeting. Motion carried unanimously.

Rick Staff will review the course materials distributed by Real Estate Education Company to determine if any information could be included in the Council’s course outlines.

## **EXAMINATION RESULTS**

Clete Hansen reported on the results of the licensing and test-out examinations. The Council received a pass/fail statistical summary for July 1, 1999, to June 30, 2000.

Clete Hansen and Barb Showers reported on the corrective steps that were taken by the Department and PSI when it was discovered that some of the passing grades were recorded as failing grades.

The Council discussed the pros and cons of using the national broker's examination.

### **CONTINUING EDUCATION TEST-OUT EXAM (JULY 1, 2001-JUNE 30, 2002)**

The Council discussed the continuing education test-out examination for July 1, 2001, through June 30, 2002. This exam is available in place of continuing education courses. Clete Hansen reported that the process for preparing the course contents and exam contents will be almost identical to those prepared 2 years ago. Sue Hamer, Rick Staff, and Clete Hansen volunteered to assist the Exam Office with the exam content specifications.

## **MISCELLANEOUS CORRESPONDENCE/INFORMATION**

### **Job Task Analysis**

Barb Showers and Casey Brown explained the job task analysis process used to develop content specifications for licensing examinations.

Casey Brown stated that the last job task analysis for the broker's examination was done in 1990. Mr. Brown would like to conduct a new job task analysis. He will begin by interviewing real estate brokers throughout the state to assist in preparing survey questions.

## **NEW BUSINESS**

Nothing to report.

## **ADJOURNMENT**

**MOTION:** Jan Byrne moved, seconded by Paul Hoffman, to adjourn the meeting.  
Motion carried unanimously.

## **NEXT MEETING**

The Council will meet September 28, 2000.